#	CLASS	COMPONENT AND POC NAME, PHONE, AND E-MAIL	PAGE	PARA	COMMENT TYPE	COMMENTS, JUSTIFICATION, AND ORIGINATOR JUSTIFICATION FOR RESOLUTION	A/R/P
						COMMENTS MATRIX FOR FMR:	

HOW TO USE THE SD FORM 818

GENERAL GUIDANCE:

- **To sort the table** by page number, hover your mouse over the top of the first cell in the column until a downward arrow appears; click to select the entire column. Under Table Tools, select Layout, and then click Sort and "OK." **To add new rows,** copy and paste a blank row to keep consistent formatting. **To add automatic numbering to column 1**, select the entire column and then click on the Numbering button under Paragraph on the Home ribbon.

IF YOU ARE THE COORDINATING OSD COMPONENT:

- Use this form to provide critical and substantive comments to the OSD Component that created the issuance. Complete the header and footer, columns 2-6, and the first two entries in column 7:

  COLUMN 1   Order comments by the pages/paragraphs that they apply to in columns 4 and 5.

  COLUMN 2   Enter the classification of the comment. If all comments are unclassified, mark the header and footer and ignore the column.

  COLUMNS 3, 4, AND 5   Enter the appropriate information for **each** comment.

  COLUMN 6   Enter comment type (C or S). **Do NOT include administrative comments** such as reference dates or grammatical errors.

                    (C) CRITICAL: When a Component has one or more critical comments, that Component's coordination is an automatic nonconcur. The justification for critical comments MUST identify violations of law or contradictions of Executive Branch or DoD policy; unnecessary risks to safety, life, limb, or DoD materiel; waste or abuse of DoD appropriations; or imposition of an unreasonable burden on a Component's resources.

                    (S) SUBSTANTIVE: Make a substantive comment if a part of the issuance seems unnecessary, incorrect, misleading, confusing, or inconsistent with other sections, or if you disagree with the proposed responsibilities, requirements, or procedures. One substantive comment is usually not sufficient justification for a nonconcur on an issuance. Multiple substantive comments may be grounds for a nonconcur.

  COLUMN 7   Place only one comment per row. Enter your comment, recommended changes, and justification in the first two areas provided. YOU MUST PROVIDE CONVINCING SUPPORT FOR CRITICAL COMMENTS IN THE JUSTIFICATION.

- **Review** the comments, **resolve** any conflicting views, and **confirm** that the completed matrix accurately represents your Component's position. Upload the form to the DoD Directives Program Portal in **Microsoft Word format (.docx)**, with the signed SD Form 106 or coordination memorandum.

IF YOU ARE THE ORIGINATING OSD COMPONENT:

- Consolidate comments from all coordinators and adjudicate them. Leave columns 4 and 5 blank for general comments that apply to the whole document. **Sort comments** by the pages/paragraphs to which they apply using the **General Guidance** sort feature (e.g., all comments from all coordinators that apply to page 1, paragraph 1.a., should be together; all comments that apply to page 1, paragraph 1.b., should be next). Set classification header, footer, and columns 1 and 2 as appropriate. Complete last entry in column 7, and column 8:

  COLUMN 7   If you rejected or partially accepted a comment, enter your justification in the originator justification area. Leave blank if you accepted it. Include any related communications with the coordinating Component. You MUST provide convincing support for rejecting critical comments.

  COLUMN 8   Enter whether you accepted (A), rejected (R), or partially accepted (P) the comment. Your justification in column 7 must be consistent with this entry.

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COMMENTS MATRIX FOR FMR:							
(b)(5)	▮	███████	▮	▮	▮	████████████████████	
▮	▮	███████	▮	▮	▮	████████████████████	
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COMMENTS MATRIX FOR FMR:							
		███████				(b) (5) ███████████████████	